

RETIREE SURVIVOR CHECKLIST

We're sorry for your loss. Though this is a difficult time, it's crucial to report the death of a military retiree promptly. Please follow the steps below to report the death as soon as possible.

Report Retiree Death to DFAS to Stop Pay

1. How to Report a Retiree's Death

- ON-LINE @ WWW.DFAS.MIL
 - Call DFAS @ 1-800-321-1080.
 - Call Casualty Assistance Center @ 254-287-7200.
- (Within 7 to 10 days after reporting Death of Retiree DFAS will send you a SF1174 Claim for Unpaid Pay Compensation of Deceased Member for the Final Pay).

Please mail or fax completed documents with Copy of Death Certificate:

DFAS - U.S. Military Retired Pay
P.O. Box 7130
London, KY 40742-7130

Fax: 1-800-469-6559

How to apply for Survivor Benefit Plan

If you are the designated beneficiary of a deceased military retiree's Survivor Benefit Plan, please complete the following documents to begin your SBP annuity account:

- DD Form 2656-7 Verification for Survivor Annuity
- W-4P Withholding Certificate for Pension or Annuity (Current Year)
- Copy of Social Security Card
- SF 1199A Direct Deposit Enrollment Form
- DD Form 2788 Child Annuitant's School Certification (for minors or incapacitated annuitants only)
- Copy of Death Certificate

Please mail or fax completed documents to:

DFAS - U.S. Military Annuitant Pay
P.O. Box 7131
London, KY 40742-7131

Fax: 800-982-8459

Note: Please contact your local Casualty Assistance Center if you need assistance with forms.

Local Fort Hood Agency

Legal	(254) 287 – 7901
VA	(254) 288 – 6736
SBP	(254) 287 – 5210
AER	(254) 288 – 5003
ID Card	(254) 287 – 2518
Tri-Care	(254) 288 – 8155
Soc Sec 866 – 777 – 7887	
Tax	(254) 287 – 2025

Helpful websites:

Soc Sec: <http://www.ssa.gov>

DEERS Locator: www.dmdc.osd.mil/rsi

VA: www.va.gov

Tricare: <http://www.tricare.mil/>